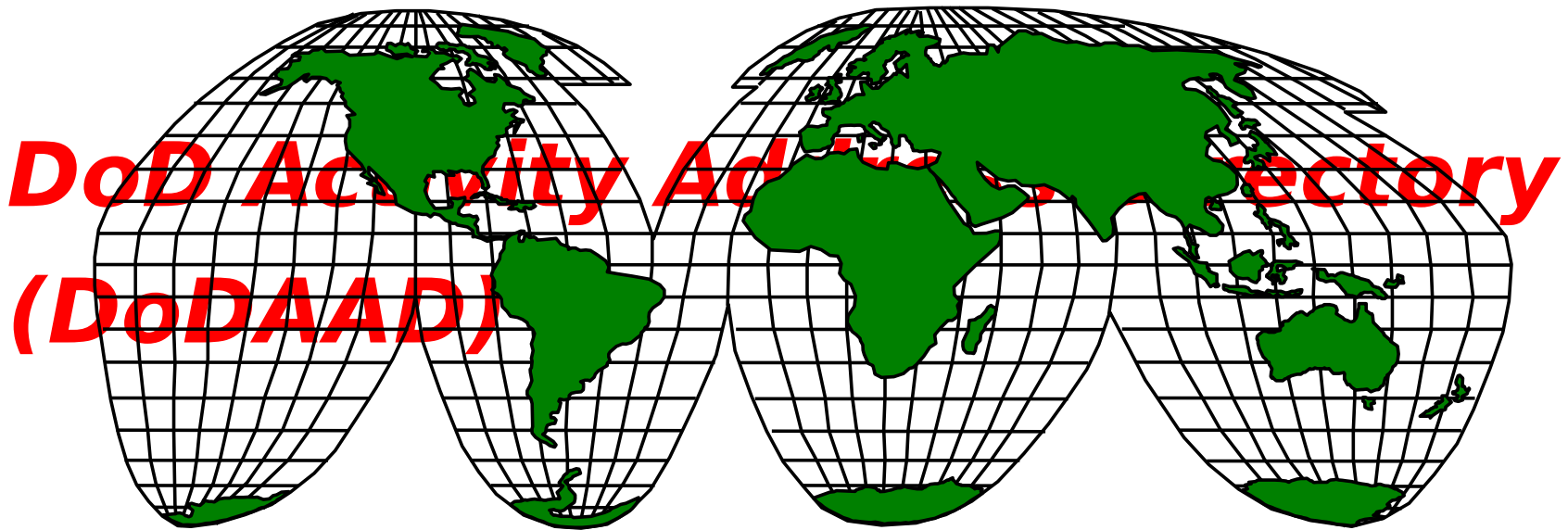




Defense Logistics Management Standards Office (DLMSO)





DLMS Training Catalog

- Module 1 - Introduction to the DLMS**
- Module 2 - Electronic Data Interchange (EDI) Basics and ASC X12 EDI Definitions and Concepts**
- Module 3 - DLMS Functionality & Transaction Life-Cycle**
- Module 4 - DLMS Implementation Convention Content**
- Module 5 - IUID & RFID - Emerging Technologies**
- Module 6 - Creating/Reengineering DOD Logistics Business Processes**
- Module 7 - Enterprise Interoperability Tools**
- Module 8 - DoD Activity Address Directory (DoDAAD)**
- Module 9 - Supply Discrepancy Reporting (SDR)**
- Module 10 - DLMS Functional Financial Transaction (standalone)**
- Module 11 - Creating/Reengineering DoD Logistics (standalone)**



DoDAAD Training Overview

- **DoDAAD Definition, Users, and Content**
- **DoD Activity Address Code (DoDAAC) Structure**
- **Governance Process**
- **DoDAAD Architecture**
- **How to Perform an Enhanced Query of the DoDAAD**
- **How to Update the DoDAAD**
- **Additional References**



DoDAAD Training Objectives

Students will be able to answer:

- **What is the DoDAAD?**
- **What is the Structure of a DoDAAC?**
- **What are the three Type of Address Codes (TAC) and how are they used?**
- **What is Defense Automatic Address System Inquiry (DAASINQ) (viewing a DoDAAC)?**
- **How to update a DoDAAC?**
- **How to delete and/or create a new**



What is the DoDAAD?

- **The Department of Defense Activity Address Directory (DoDAAD) is an interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments.**
- **It is maintained by DLA Transaction Services and accessible through a web**



What is the DoDAAD?

- **DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems.**
- **Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.**
- **The DoDAAD is comprised of both Department of Defense Activity Address**



What is a DoDAAC?

- **A Department of Defense Activity Address Code (DoDAAC) is a six-character, alphanumeric code that uniquely identifies a unit, activity, or organization within the DoDAAD.**
- **A unit, activity, or organization may have more than one DoDAAC for different authority codes or purposes.**
- **Each activity that requisitions, contracts for, receives, has custody of, issues, or ships DoD assets, or funds/pays bills for materiel and/or services is identified by a six-position alphanumeric DoDAAC in the DoDAAD.**

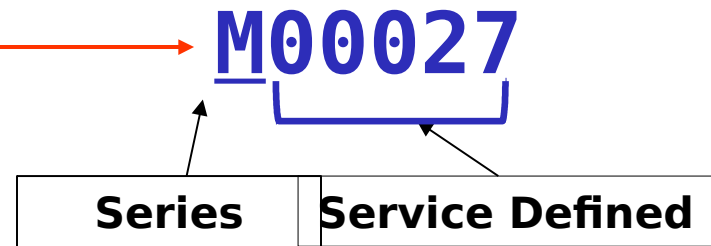


What is a DoDAAC?

- **The DoDAAC is a six-position, alphanumeric field that uses all available characters (0-9 and A-Z), except for the use of the letters “O” & “I” which are not permitted.**
- **DoDAACs are structured by Service and Agency Code in accordance with DLM 4000.25, Volume 2, Appendix 7.2 to create a Series unique to each Service/Agency that uses DoDAACs.**

DoDAAC Series Table

Series	Service/Agency
M	US Marine Corps
N	US Navy
O	Not Used
P	US Navy - FMS and Grant Aid use only
Q	US Navy Contractors
R	US Navy
S	Defense Logistics Agency





What is a DoDAAC?

- **All six positions of the DoDAAC are significant:**

- **DoDAACs beginning with an alpha character belong to a DoD activity or a contractor sponsored by a DoD activity:**

M00027

(DoD - Hqtrs, US Marine Corps)

- **DoDAACs beginning with two numeric characters belong to civil agency activity:**

130170

(Federal - NOAA, Dept of Commerce)

- **DoDAACs beginning with numeric followed by an alpha belong to authorized special programs, including state, local or other entity:**

2YTAW0

(Barnsdall Police Dept, OK)

- **DoDAACs may be structured at a lower level by CSPs for additional meaning, as documented in the DoDAAC Assignment Logic in DLM 4000.25, Volume 6, Chapter 2**

(available on the DoDAAC BPC webpage)



What is a DoDAAC?

- **There are over 100 data elements that comprise the pedigree of a DoDAAC:**
 - **Requisitioner, ship-to, and bill-to addresses;**
 - **Electronic Communications Routing Identifier Code;**
 - **Break Bulk Point Code; Port of Debarkation Code;**
 - **Authority Code; CAGE Code; Major Command Code;**
- **Points of Contact; etc.**
- **The DoDAAC is the basis for determination of:**
 - **Ship to location for all systems for all shipments from:**
 - **DoD Shippers**
 - **Vendor Shippers**
 - **Federal Agency Shippers**
 - **Wide Area Work Flow business event processing**
 - **The bill-to office for interfund billing**
- **The DoDAAC is the basis of Business Partner Number to identify Intergovernmental buyers and sellers for**



TAC - Type of Address Code

- **A DoDAAC may have up to three distinct addresses associated with it in the DoDAAD database. The Type of Address Code differentiates the addresses as follows:**
- **TAC 1 - Official mailing address of the activity from USPS/MPSA. This address is mandatory and may also be Ship-to address if no TAC 2 is present and/or the Bill To address if no TAC 3**
- **TAC 2 - Ship-to Address - if different from TAC 1**
- **TAC 3 - Billing Address - if different from TAC 1**
- **A RIC has only one TAC.**



DoDAAC Authority Code*

**Authority Code assigned by CSP
limits authorized use:**

- 00 - Requisition, full authority**
- 01 - Ship-to Only**
- 02 - Finance, Bill-to Only**
- 03 - Do Not Ship to**
- 04 - DLA Disposition Services Only**
- 05 - Non-Requisition**
- 06 - Free Issue**
- 07 - Administrative**

* RICs do not have Authority Codes, as they are used for routing.

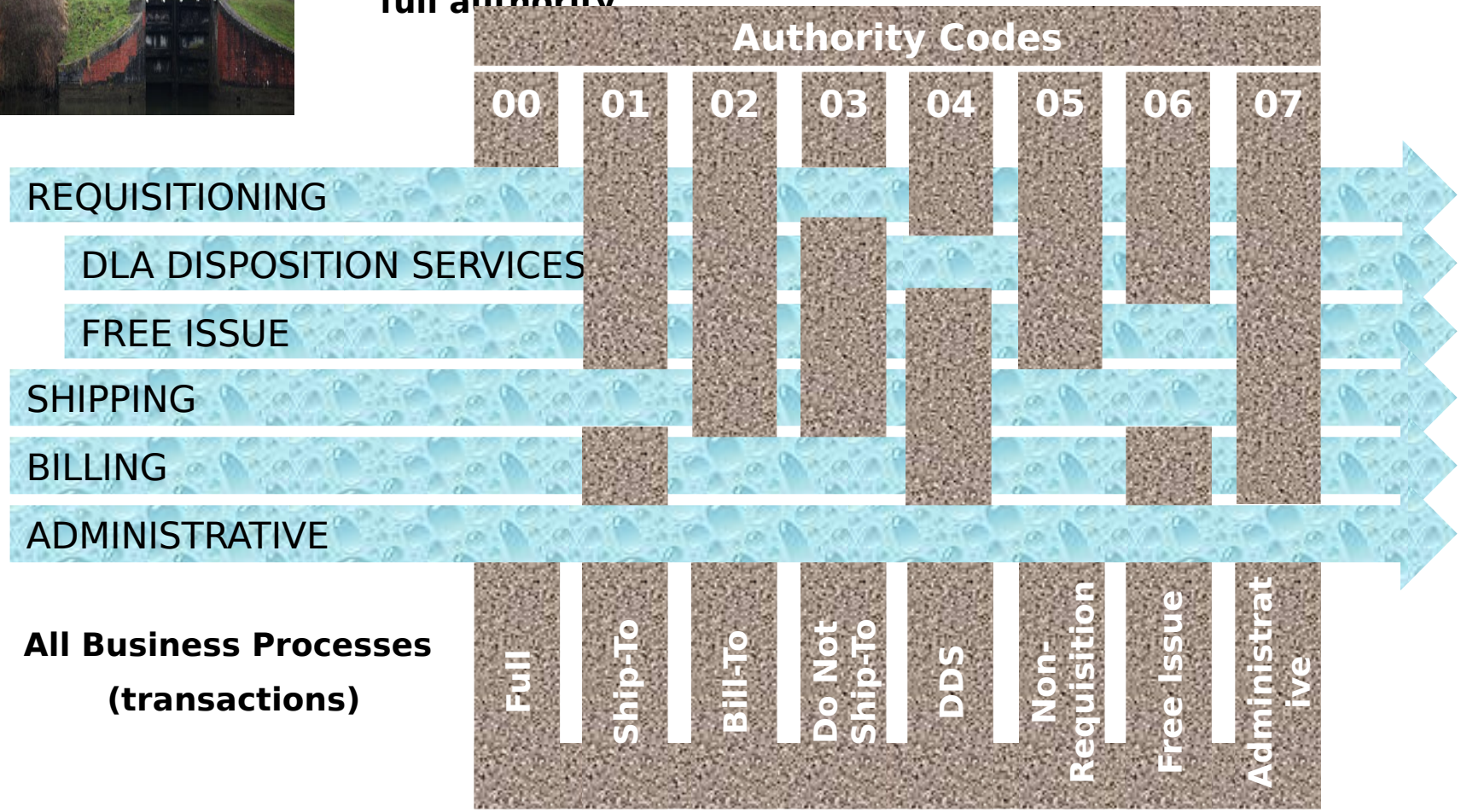


DoAAC Authority Codes



Like a series of dams in a river

Authority Code edits work as restrictions (negatives) to block certain conditions of the flow of all transactions in full authority





Other DoDAAC Data Elements

In addition to address information, other codes and data elements that comprise a DoDAAC include:

- Major Command Code (MAJCOM)
- Combatant Command (COCOM)
- Accounting Disbursing Station Number/Fiscal Station Number (ADSN/FSN)
- Consolidation and Containerization Point (CCP)
- Standard Point Location Code (SPLC)
- Break Bulk Point (BBP)
- Aerial Port of Debarkation (APOD)
- Water Port of Debarkation (WPOD)
- Contractor Information: Contract Number, CAGE, CAO, Sponsor, Expiration Date
- Point of Contact Information: Name, Email, 10-digit phone number
- And more...



What is a RIC?

- **A Routing Identifier Code (RIC) is a 3-character, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires system ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems within both Defense Logistics Management System (DLMS) and legacy 80 record position format MILSTRIP transactions.**



What is a RIC?

- **The RIC was originally conceived as an abbreviated form of a seven-character Communication Routing Identifier (COMMRI) but its use has since expanded. The first position designates the particular service/agency ownership, the second and third characters are determined by the Central Service Point (CSP).**





Other RIC Data Elements

In addition to the single TAC address, other codes and data elements that comprise a RIC include:

- Major Command Code (MAJCOM)
- COCOM
- Break Bulk Point (BBP) – for RICs, this is referred to as the “RIC_DODAAC.” It is the DoDAAC to which the RIC is associated. Every RIC is associated to a DoDAAC, but not every DoDAAC has a RIC. Some DoDAACs, though, can associate to more than one RIC.
- And more...



Who uses the DoDAAD?

- **All DoD, Federal, and Commercial shippers, use the DoDAAD for address information.**
- **Some business application systems requiring DoDAAD data to support their business processes include (but are not limited to): supply chain, materiel management, distribution, transportation, maintenance, financial management, human resources, installations, contracting, and procurement/acquisition systems.**
- **Each Service/Agency has a Central Service Point (CSP) authorized to add, change, or delete DoDAACs and PICs for their**



DoDAAC Usage

Some of the uses for a DoDAAC include the following:

- **First 6 Characters of Every requisition Document Number**
 - Occurs at least once in nearly *all* logistics transactions
- **First 6 characters of a Standard Document Number (SDN)**
- **First 6 Characters of Every Contract Number (Procurement Instrument Identification Number - PIIN)**
- **Password to the Federal Supply Systems - used to obtain materiel from DoD or federal sources**



Who can create a DoDAAC or RIC?

- **Central Service Points (CSPs) are assigned to create and maintain DoDAACs by Service & Agency Code.**
- **Each Service/Agency assigns a CSP at the Service/Agency level**
- **General Services Administration (GSA) serves as the CSP for all non-DoD Federal agencies except United States Postal Service which assigns it's own**
- **Non-Federal Agency DoDAACs for authorized special programs (state, local, other) have specific CSPs assigned**
- **Some Services/Agencies also have Monitors which are subordinate to a CSP and have limited access to a Service's/Agency's DoDAACs (i.e., the MAJCOM).**



DoDAAD/DoDAAC “Gee Wiz” Metrics

- **Critical reference repository for over 50 years**
- **>324,000 Total DoDAACs in the DoDAAD.**
- **>218,000 are DoD Service and Agency DoDAACs.**
- **>64,000 are Federal Agency DoDAACs**
- **>25,000 are State and local level DoDAACs**
- **>17,000 are Contractor DoDAACs**
- **>90 CSPs and Monitors control data content**
- **>9,000 data maintenance actions monthly**
- **>1 Million Component application system accesses daily**
- **>500,000 monthly Web queries from over 25,000 customers**
- **DoDAACs exist at least once in nearly every DoD business event transaction.**



DoDAAD - Governance

- **DoDAAD System Administrator ensures the DoDAAD meets user requirements by:**
 - **Chairing the DoDAAD Process Review Committee (PRC)**
 - **Coordinating DLMS DoDAAD Changes**
 - **Publishing DoDAAD policy & procedures in DLM 4000.25**
- **DLA Transaction Services is responsible for ensuring 24x7 DoDAAD availability by:**
 - **Maintaining the hardware, software & authoritative database**
 - **Controlling access to DoDAAD and data distribution**
 - **Implementing functional requirements/approved changes**
 - **Providing help desk services and operation procedures**
- **Component PRC Representatives provide requirements for, and review changes affecting, the DoDAAD through the PRC process.**
- **Component CSPs and Monitors maintain accuracy and currency of data content**



DoDAAD - Governance Continued

- **CSPs are responsible for ensuring the accuracy and currency of their authoritative data within the DoDAAD by:**
 - **Complying with DLM 4000.25 DoDAAD procedures**
 - **Establishing supporting Component policies/processes**
 - **Participating in the DoDAAD Process Review Committee**
 - **Maintaining close relationships with their customers**
 - **Establishing & overseeing DoDAAD monitors as needed**

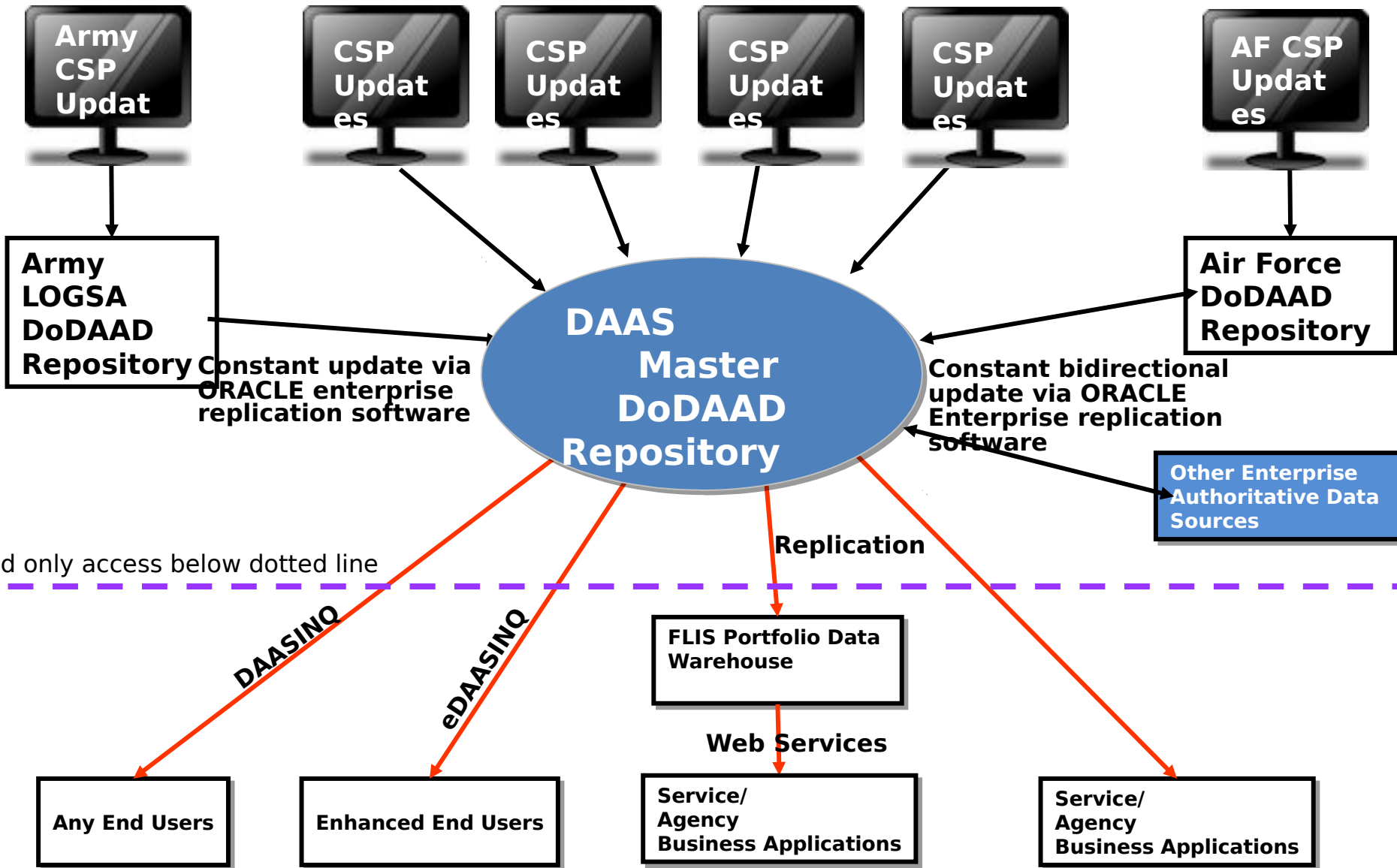


DoDAAD Environment

- **The DoDAAD uses an Oracle database running 24/7 at DLA Transaction Services allowing for real-time data maintenance actions, application system data access, and web based queries**
- **Strict database maintenance and access controls are applied by DLA Transaction Services**
- **DoDAAD database available to applications via Automatic database-to-database replication process maintaining constant synchronization of the DAAS authoritative database and all copies**



DoDAAD Architecture



Read only access below dotted line



Defense Automatic Addressing System Inquiry (DAASINQ)



Warning Page



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Transaction Services

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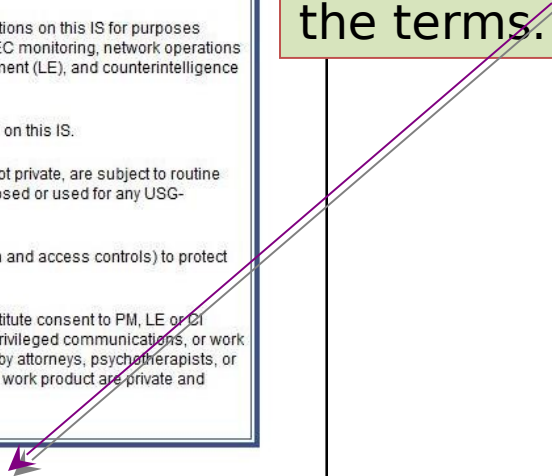
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
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DAASINQ

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[What is DAASINQ?](#)

[DLA Rules of Behavior](#)

[DoDAAC](#)

[MAPAC](#)

[NIIN](#)

[RIC](#)

Important Notice
Department of Defense (DoD)
Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. In order to meet this requirement we recommend that you use eDAASINQ vs. DAASINQ. In addition to meeting the DoD requirement, eDAASINQ offers more query options. You will be **required** to have a DoD-approved PKI or External Certificate Authority (ECA) certificate to access eDAASINQ. [To learn who to contact to obtain a DoD-approved certificate, click here.](#)

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

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The next page provides the various types of single queries. For this demo the focus will be on the DoDAAC.



Query Page

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Transaction Services

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DoDAAC Query

DoDAAC:

Submit

Required: 6 Chars of DoDAAC.

GY/GZ series AACs designate GSA Advantage Customers and are NOT AUTHORIZED for use within DOD Requisitioning/Ordering Process

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The DoDAAC query in DAASINQ allows for only a single search of a DoDAAC. Enter the DoDAAC to be searched.



DAASINQ Search Results

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DAASC Inquiry System (DAASINQ) [Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query Search Results

What is DAASINQ?

- [DoDAAC](#)
- [MAPAC](#)
- [MIIN](#)
- [RIC](#)

DoDAAC INFORMATION

DoDAAC: M21300 CREATION DATE: 07/10/2002
 DODAAD SERVICE/AGENCY: US Marine Corps (USMC)
 AUTHORITY CODE: 00 - Requisitioner UIC: M21300
 MAJ COMMAND: M1 - I MEF
 COCOM: USNORTHCOM
 PROCUREMENT AUTHORITY FLAG: No
 RIC: LAST UPDATE: 27-MAY-14

COMMR(s) INFORMATION

DP: [RUS4HUO](#) BILL: [RUQABA\\$](#)

TAC INFORMATION

TAC 1

- COMMANDING OFFICER
- 7TH ESB 1ST MLG
- BOX 555677
- CAMP PENDLETON CA 92055-5677

EFF DATE: 01/26/2005
DEL DATE:

CITY: CAMP PENDLETON ZIP: 92055-5677 IPC: CA/06
 STATE(A/P)/PROVINCE: California STATE(A/N)/PROVINCE: CA/06
 COUNTRY NAME: UNITED STATES
 GEN CC: US/USA

TAC 2

- DISTRIBUTION MANAGEMENT OFFICER
- MF SUP OFF 7TH ESB 1ST MLG M21300
- BLDG 140173 MCB PHONE 760 725 5345
- CAMP PENDLETON CA 92055-5627

EFF DATE: 05/27/2014
DEL DATE:

CITY: CAMP PENDLETON ZIP: 92055-5627 IPC: CA/06
 STATE(A/P)/PROVINCE: California STATE(A/N)/PROVINCE: CA/06
 COUNTRY NAME: UNITED STATES
 GEN CC: US/USA

CCP: 889513280
 ALOC: BLOC:
 CONUS/OCONUS: C WPOD: APOD: BBP:

TAC 3

- DFAS CLEVELAND
- ATTN: USMC JAFBC
- 1240 EAST NINTH STREET
- CLEVELAND OH 44199-2055

EFF DATE: 05/27/2011
DEL DATE:
ADSN/FSN:

CITY: CLEVELAND ZIP: 44199-2055 IPC: OH/39
 STATE(A/P)/PROVINCE: Ohio STATE(A/N)/PROVINCE: OH/39
 COUNTRY NAME: UNITED STATES
 GEN CC: US/USA

CONTRACT INFORMATION

Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.

CONTRACT NO: CAGE CODE: CONT EXP DATE:
 CONTRACT ADMIN OFF: CONTRACTING SERVICE/AGENCY:

POC INFORMATION

POC: MSGT CALDWELL J B
 PHONE: (760) 725-5345

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The DAASINQ DoDAAC query results provide all the data elements associated with the DoDAAC searched.



Enhanced Defense Automatic Addressing System Inquiry (eDAASINQ)



Navigation Page

EDAASINQ DAASINQ Home - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/

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Transaction Services

eDAASINQ

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DAASINQ Home

For access to the enhanced version of DAASINQ, please follow guidelines provided for an account via DAASC System Access Request (SAR) at <https://www.daas.dla.mil>, Request Login ID and Password, DAASINQ.

The URL for the DoD PKI-enabled version is <https://dls.daas.dla.mil/portal/>.

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What is DAASINQ?
DLA Rules of Behavior
COMMRI
Distribution Code
DoDAAC
MAPAC
NIIN
RIC
Downloads

The first page determines your search. For this demo the focus will be on the DoDAAC.



eDAASINQ Query Screen

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: + Search of this field must be combined with service code. No wildcard search on this field
 ++ 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: Yes

DODAAD SERVICE/AGENCY: ----- Select one -----

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: -- select one -- LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES

ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMRI(s) INFORMATION

The DoDAAC query allows searching on every field in the table. Each new value is a logic "AND". This means if you enter a state, you can narrow your search by also adding a city. More about this later...

DoDAAC Search

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: + Search of this field must be combined with service code. No wildcard search on this field
 ++ 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

DoDAAC: **Active only:** Yes

DODAAD SERVICE/AGENCY:

AUTHORITY CODE: **UIC:** **RIC:**

MAJ COMMAND:

COCOM: **LAST UPDATE:**

PROCUREMENT AUTHORITY FLAG: YES

ENTERPRISE IDENTIFIER FLAG: Yes **CANCELLED/NEVER REUSE FLAG:** Yes No All

Simple search for a single DoDAAC. Notice the value of "FM5682" in the DoDAAC field...

DoDAAC Results

The screenshot shows a web browser window displaying the DAASINQ DoDAAC Query results page. The page header includes the Defense Logistics Agency logo and the text "DEFENSE LOGISTICS AGENCY Transaction Services". The main content area is titled "DoDAAC Query Search Results" and features buttons for "Search Again", "Download Results to file", and "Print This DoDAAC". A checkbox option "Include GSA data in query download" is present. The results section shows "Record 1 of 1" with a highlighted entry for "DODAAC: FM5682". Below this, there are tabs for "DODAAC Information", "Transportation Information", "PLAD Information", and "Contract Information". The "DODAAC Information" tab is active, displaying details such as "DODAAC: FM5682", "DODAAD SERVICE/AGENCY: USAF", "AUTHORITY CODE: 00 - Requisitioner", "MAJ COMMAND: 0D - USAF In Europe", "COCOM: USEUCOM", "PROCUREMENT AUTHORITY FLAG: No", "ENTERPRISE IDENTIFIER FLAG: No", and "RIC: EEP". A "CANCELLED/NEVER REUSE FLAG: No" is also displayed. At the bottom, there is a section for "COMVRI(s) INFORMATION" with fields for "DP: RUQAAQE", "PLAD:", and "BILL: RUSAICS".

This is the result of you single DoDAAC search, after the user clicks the "View Results" button.



Focused Search

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaaf_menu.asp

COUNTRY:

TRANSPORTATION INFORMATION

CCP: SPLC:

DSS ALOC: BLOC:

CONUS/OCONUS: WPOD: APOD: ++BBP:

PLAD INFORMATION

PLA:

DEL DATE: EFF DATE:

CONTRACT INFORMATION

Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.

CONTRACT NO: CAGE CODE:

ADMIN OFFICE: SPONSOR:

EXPIRATION DATE Options:

Date Equal: Dates Between: Greater than: Less than: Blank Date:

Start: End:

POINT OF CONTACT INFORMATION

POC:

PHONE:

Include GSA data in query download

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Next, how to “narrow” a query. The first search is for all WPOD located at KF3...



Focused Search (cont)

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaac.asp

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Transaction Services

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DoDAAC Query Search Results

[Search Again](#) |
 [Download Results to file](#) |
 [Print This DoDAAC](#)

Include GSA data in query download

Record 1 of 463 [Next](#)

DODAAC: CH0RKK

[DODAAC Information](#) |
 [Transportation Information](#) |
 [PLAD Information](#) |
 [Contract Information](#)

[POC Information](#) |
 [GSA Information](#)

DoDAAC: **CH0RKK**
 DODAAD SERVICE/AGENCY: **ARMY**
 AUTHORITY CODE: **00 - Requisitioner** UIC:
 MAJ COMMAND:
 COCOM: LAST UPDATE:
 PROCUREMENT AUTHORITY FLAG: **No**
 ENTERPRISE IDENTIFIER FLAG: **No** CANCELLED/NEVER REUSE FLAG: **No**
 RIC:

COMMRI(s) INFORMATION

DP: [RUQAABN](#) PLAD: BILL: [RUQABWA](#)

The query found 483 records for WPOD KF3...



KF3 and USAF

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****

Note: + Search of this field must be combined with service code. No wildcard search on this field
 ++ 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

View Results Download Results to File Reset

Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: Yes

DODAAD SERVICE/AGENCY: USAF

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: -- select one -- LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES

ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMRI(s) INFORMATION

For this search we entered "KF3" in the WPOD and selected "USAF" from the Service/Agency drop down list...





KF3 and USAF

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ [Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query Search Results

[Search Again](#) | [Download Results to file](#) | [Print This DoDAAC](#)

Include GSA data in query download

Record 1 of 32 [Next](#)

DODAAC: FB5682

DODAAC Information | [Transportation Information](#) | [PLAD Information](#) | [Contract Information](#)

[POC Information](#) | [GSA Information](#)

DoDAAC: **FB5682**
DODAAD SERVICE/AGENCY: **USAF**
AUTHORITY CODE: **00 - Requisitioner** UIC:
MAJ COMMAND: **0D - USAF In Europe**
COCOM: **USEUCOM** LAST UPDATE: **24-FEB-11**
PROCUREMENT AUTHORITY FLAG: **No**
ENTERPRISE IDENTIFIER FLAG: **No** CANCELLED/NEVER REUSE FLAG: **No**
RIC: **DFU FFU**

COMMRI(s) INFORMATION

DP: **RUQADEI** PLAD: BILL: **RUSAICS**

This time only 32 records were found, because the WPOD and Agency criteria were combined to limit the number of records found.



Wildcard Search

PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.

****Enter data in one or more of the following fields:****
Note: + Search of this field must be combined with service code. No wildcard search on this field
 ++ 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

View Results | Download Results to File | Reset

Include GSA data in query download

DoDAAC INFORMATION

DoDAAC: S__A Active only: Yes
 DODAAD: ----- Select one -----
 SERVICE/AGENCY: ----- Select one -----
 AUTHORITY CODE: ----- Select one ----- UIC: ----- RIC: -----
 MAJ COMMAND: ----- Select one -----
 COCOM: -- select one -- LAST UPDATE: -----

PROCUREMENT AUTHORITY FLAG: YES
 ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMRI(s) INFORMATION

There are two types of wildcard searches available:

- Percent sign '%' is for any number of characters
- Underscore for a single character.

Since the % is pretty intuitive, here is an example of how to find DoDAACs that start with "S" and end with "A". Here we have entered "S__A"...



Wildcard Results

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search Again | Download Results to file | Print This DoDAAC

Include GSA data in query download

Record 1 of 229 [Next](#)

DODAAC: S0011A

DODAAC Information | Transportation Information | PLAD Information | Contract Information

POC Information | GSA Information

DoDAAC: **S0011A**
 DODAAD SERVICE/AGENCY: **DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)**
 AUTHORITY CODE: **00 - Requisitioner** UIC:
 MAJ COMMAND: **DR - Defense Contract Management Agcy**
 COCOM: **USNORTHCOM** LAST UPDATE: **12-OCT-10**
 PROCUREMENT AUTHORITY FLAG: **No**
 ENTERPRISE IDENTIFIER FLAG: **No** CANCELLED/NEVER REUSE FLAG: **No**
 RIC:

COMMRI(s) INFORMATION

DP: **RUMMMMM** PLAD: BILL: **RUQAXOK**

The query found 229 records that begin with "S" and end with "A".



Search for Red Cross

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp

View Results Download Results to File Reset

Include GSA data in query download

****Enter data in one or more of the following fields:****

Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.

DODAAC INFORMATION

DoDAAC: Active only: Yes

DODAAD SERVICE/AGENCY: ----- Select one -----

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: -- select one -- LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES

ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMRI(s) INFORMATION

+ DP: + PLAD: + BILL:

TAC ADDRESSES Check here to search entries in all 4 TACs

T
A
C
1

Red Cross% EFF DATE:

DEL DATE:

ZIP:

IPC ZIP:

CITY: Dayton

STATE/APO/PROVINCE: -----

COUNTRY: ----- Select country -----

Finally, a simple query to find where the Red Cross is in Dayton. The first line of the address contains "Red Cross%", so it will search for anything that begins with "Red Cross". In the city field, we have entered Dayton...



Results of Red Cross Query

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasinq/daasinq_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ

DoDAAC Query Search Results

Search criteria not found.

You have entered following search criteria :

- ACTIVE_ONLY: YES
- t1_addr 1: RED CROSS%
- t1_city: DAYTON

Search Again

Nothing was found, because our criteria didn't account for the fact that the official name is the "American" Red Cross...



Search for Red Cross

DAASINQ DoDAAC Query - Windows Internet explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaaf_menu.asp

Enter data in one or more of the following fields: **

Note: + Search of this field must be combined with service code. No wildcard search on this field
 ++ 1. Search of this field must be combined with service code. Wildcard search allowed.
 2. Enter an asterisk to query all none blank values of this field.

View Results Download Results to File Reset

Include GSA data in query download

DODAAC INFORMATION

DoDAAC: Active only: Yes

DODAAD SERVICE/AGENCY: ----- Select one -----

AUTHORITY CODE: UIC: RIC:

MAJ COMMAND:

COCOM: -- select one -- LAST UPDATE:

PROCUREMENT AUTHORITY FLAG: YES

ENTERPRISE IDENTIFIER FLAG: Yes CANCELLED/NEVER REUSE FLAG: Yes No All

COMMR(S) INFORMATION

+ DP: + PLAD: + BILL:

TAC ADDRESSES Check here to search entries in all 4 TACs

TAC 1

EFF DATE:

DEL DATE:

ZIP:

CITY: IPC ZIP:

STATE/APO/PROVINCE: -----

COUNTRY: ----- Select country -----

This time the search for the first line of the address contains "%Red Cross%", so it will find the phrase "Red Cross" anywhere in the line. In the city field, Dayton...



Results of Red Cross Query

DAASINQ DoDAAC Query - Windows Internet Explorer

https://dls.daas.dla.mil/edaasing/daasing_dodaac.asp

DEFENSE LOGISTICS AGENCY
Transaction Services

eDAASINQ [Contact Us](#) | [Help](#) | [Home](#)

DoDAAC Query Search Results

Search Again | Download Results to file | Print This DoDAAC

Include GSA data in query download

Record 1 of 1

DODAAC: 0055JH

DODAAC Information | Transportation Information | PLAD Information | Contract Information
POC Information | GSA Information

DoDAAC: 0055JH
 DODAAD SERVICE/AGENCY: GSA
 AUTHORITY CODE: 00 - Requisitioner UIC:
 MAJ COMMAND:
 COCOM: LAST UPDATE:
 PROCUREMENT AUTHORITY FLAG: No
 ENTERPRISE IDENTIFIER FLAG: No CANCELLED/NEVER REUSE FLAG: No
 RIC:

COMMRI(s) INFORMATION

DP: RUTTTT PLAD: BILL:

Only one record found - success!



DoDAAD Update Application (Reserved for Central Service Point and Monitor Access Only)



DoDAAD - Adding a new DoDAAC

- After Login, the first screen prompts for a DoDAAC. If an existing DoDAAC is entered, you will be presented an update screen. If a non-existing DoDAAC is entered, you will be presented with a add screen.

The screenshot shows the Defense Logistics Agency Transaction Services website. The header includes the agency logo and the text "DEFENSE LOGISTICS AGENCY Transaction Services". Below the header, it says "DOD Activity Address Directory (DODAAD)" and provides navigation links for "Contact Us", "Help", and "Home". A "Logout" link is visible on the left side. The main content area is titled "Update DODAAF Table" and contains a form with the label "Enter DODAAC:" followed by a text input field containing "690100" and a "Submit" button. A link "View allowable service code." is located to the right of the form. The footer contains links for "Privacy/Security", "Accessibility", and "Contact Webmaster".



DoDAAD - Adding DoDAAC (cont.)

- Basic information required to create a DoDAAC is DoDAAC, COMMRI, and TAC 1 address.
- To speed up the creation process, TAC information may be copied from another DoDAAC

DEFENSE LOGISTICS AGENCY
Transaction Services

DOD Activity Address Directory (DODAAD) [Contact Us](#) | [Help](#) | [Home](#)

Update DoDAAC
** Required field*

Would you like to verify or update another dodaac?
Enter dodaac:

[View allowable service code.](#)

[USPS ZIP Code Lookup](#)

DoDAAC Information			
DoDAAC: *	690100	Status COMMRI/XREF:	RUQABNH
UIC:		Billing COMMRI/XREF:	
Authority Code:	Requisitioner - 00	Creation Date:	10/26/2000
Major Command/Bureau:			
Procurement Authority Flag:	<input type="checkbox"/> Yes		<input type="button" value="Notes"/>
<input type="checkbox"/>	Check here to copy all TACs from DoDAAC	<input type="text"/>	<input type="button" value="View TACs"/>
<input type="checkbox"/>	Check here to copy TAC1 from DoDAAC	<input type="text"/>	<input type="button" value="View TAC1"/>
<input type="checkbox"/> Check here for FREE FORM			
TAC1 Information			
Line1: *	690100 DOT FAA	EFF:	09/02/2010
Line2:	ATTN SA SMO WAREHOUSE	DEL:	
Line3:	700 N BONIFACE PKWY	BBP:	
Line4:	WOODLAND WASHINGTON DC ME 01694		



DoDAAD - "Copy To"

- There are multiple methods to copy information:
 - To copy from a TAC address from

and

POC Information	
POC: <input type="text"/>	Phone: <input type="text"/>
Email: <input type="text"/>	
<input type="checkbox"/> Check here to copy all TACs from DoDAAC	<input type="text"/> View TACs
<input checked="" type="checkbox"/> Check here to copy TAC 1 from DoDAAC	<input type="text" value="sc0405"/> View TAC1

- To copy a TAC address from within the same DoDAAC, click the red

<input type="checkbox"/> Check here to copy TAC2 from DoDAAC	<input type="text"/>	View TAC2
Click here to copy current TAC1 to TAC2		



DoDAAD - Modify

- To modify an existing DoDAAC, you simply start by entering the specific DoDAAC (6 positions) & click submit
- After you have changed the record, click the “Save” button to write your changes back to the Do

DEFENSE LOGISTICS AGENCY
Transaction Services

DOD Activity Address Directory (DODAAD)

[Contact Us](#) | [Help](#) | [Home](#)

[Logout](#)

Update DODAAF Table

Enter DODAAC: [Submit](#) [View allowable service code.](#)

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)



DoDAAD - Delete function

- **The Delete function is similar to the Modify function. Fill in an existing DoDAAC and click submit to retrieve the record**
- **Tab to the “DEL” field and enter the Julian date of when the delete should occur (e.g., 2007213)**

TAC1 Information		
* Line1:	INTEGRATED CUSTOM COMPONENTS	EFF: 2004042
Line2:	4616 EDUPONT ROAD SUITE N	DEL: 2005321



DoDAAD - Future Effective Dates

- **The DoDAAD also supports future effective dates. If the change should not be applied immediately, enter the Julian date of when the change event should occur (e.g., 2007213) and the change will wait in a pending state until the date occurs**

TAC1 Information			
* Line1:	INTEGRATED CUSTOM COMPONENTS	EFF:	2004042
Line2:	4616 E DUPONT ROAD SUITE N	DEL:	2005321



DoDAAD - Free Form function

Sometimes the goal is to enter something other than an address (i.e. telephone numbers for deployed ships, 'CALL NAVSUP GLS', etc.) . The "Free Form" indicator will bypass the City/State/Zip code edits to allow

mes
DoD

<input type="checkbox"/> Check here to copy all TACs from DoDAAC	<input type="checkbox"/>	View TACs
<input type="checkbox"/> Check here to copy TAC1 from DoDAAC	<input type="checkbox"/>	View TAC1
<input checked="" type="checkbox"/> Check here for FREE FORM		

e



DoDAAD - Authority Code

The Authority code controls how the DoDAAC can be used. A dropdown list provides the allowable options. If nothing is selected, the use will default to “00 - Requisition”

- 00 - Requisition
- 01 - Ship-To Only
- 02 - Bill-To Only
- 03 - Do Not Ship-To
- 04 - DDS Only
- 05 - Non-Requisition
- 06 - Free Issue
- 07 - Administration

DoDAAC Information		
* DoDAAC: <input type="text" value="900123"/>	Status COMMRI: <input type="text"/>	SPLC: <input type="text"/>
UIC: <input type="text"/>	Billing COMMRI: <input type="text"/>	RIC: <input type="text"/>
Authority Code: <input type="text" value="Administration - 07"/>	Creation Date: <input type="text"/>	
ALOC: <input type="text" value="-- Select One --"/>		



Additional DoDAAD Training

For more specialized Central Service Point and Monitor training, see the DoDAAD Update Application Standard Operating Procedures located on the DoDAAD Process Review Committee webpage under DoDAAD References and Other Resources, Policy and Procedures:

[http](http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp)

[://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp](http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp)



Learn More About The DoDAAD

- **DoDAAD Process Review Committee webpage:**
<http://www2.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>
- **DoDAAD Policy & Procedures: DLM 4000.25, Volume 6, Chapter 2**
- **DoDAAD Training: Website DLMS Training Module 8**
- **DLMSO Support POCs:**
Mr. Tad DeLaney (703) 767-6885/DSN 427-6885 or Thomas.DeLaney@dla.mil
Mr. Dale Yeakel (703) 767-8632/DSN 427-8632 or Dale.Yeakel.ctr@dla.mil
Mr. Larry Tanner (614) 310-6059 or Larry.Tanner.ctr@dla.mil
- **DLA Transaction Services Support POC:**
Ms. Lisa Tonkin (937) 656-3737/DSN 986-3737 or



DoDAAD Links

DoDAAD Updates (CSPs and Monitors Only):

<https://www2.transactionservices.dla.mil/portal/portal.asp>

eDAASINQ (enhanced query - account required):

<https://www2.transactionservices.dla.mil/portal/portal.asp>

DAASINQ (single query):

<https://www.transactionservices.dla.mil/daasingq>

DoDAAD PRC / Policy, Procedures, and Other References:

<http://www.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/dodaad.asp>



Module 8 Quiz

Question 1: The DoDAAC is used for:

- a) Obtaining materiel from the federal supply system
- b) Specific purposes depending on DoDAAC Authority Code
- c) Assignment of the appropriate address for a particular situation (e.g., shipping, billing)
- d) All of the above

Question 2: The DoDAAD only contains Military address information?

- e) True
- f) False

Question 3: Defense Logistics Management Standards Office is the:

- g) System Administrator of the DoDAAD
- h) Chairs the DoDAAD PRC developing procedures & system requirements
- i) Both of the above
- j) None of the above

Question 4: DLA Transaction Services maintains:

- a) The hardware, software & authoritative DoDAAD database
- b) 24/7 Control of the access and distribution of DoDAAD data
- c) Both of the above
- d) None of the above



End of Module 8